



USAID/Nepal Health and Family Planning Team AID Development Program Management Specialist – FP-MNCH Position Description

Position Description Summary:

The Program Management Specialist (PMS) is a FSN senior-level professional in the USAID/Nepal Health and Family Planning Office. As the Division Chief for the Family Planning, Maternal, Newborn & Child Health and Nutrition (FP/RH/MNCH/Nutrition) activities, the PMS supervises at least three mid/senior-level technical FSNs and reports directly to the HFP Deputy Office Director. The PMS is expected to actively participate as a USAID/Nepal senior representative in central-level Ministry of Health and Population (MOHP) policy development meetings, donor and implementing partner coordination meetings and program and technical workshops and seminars. Main responsibilities include staff supervision, technical leadership and senior-level liaison with MOHP officials and other Government of Nepal (GON) officials within the MOHP and other line ministries. The PMS serves as the Acting Office Deputy Director or Director as requested.

Major Duties and Responsibilities:

1. 65% Time: As Division Chief and technical expert, and with minimal supervision, provides technical, programmatic and administrative management of key components of USAID/Nepal's FP/FH/MNCH/Nutrition activities in the public and private sectors.
 - A. Represents USAID as a member on multi-donor technical and policy working groups including: Interagency Coordination Committee (ICC) for Global Alliance for Vaccine and Immunization (GAVI); Child Health Sub-Committee; Female Community Health Volunteer (FCHV) Sub-Committee composed of representatives from several host-country entities; and Community-based Integrated Management of Childhood Illness (CB-IMCI) Working Group composed of donors, implementing partners and high-level GON officials.
 - B. Plays leading role in increasing USAID's engagement in the implementation of Nepal's National Health Sector Program, Phase 2 (NHSP II) and engagement with other stakeholders in sector-wide approaches.
 - C. Provides technical expertise and takes responsibility in the formative stages of FP/RH/MNCH/Nutrition program designs, and in other program areas as required.

- D. Provides programmatic and administrative oversight of USAID/Nepal-funded FP/RH/MNCH/Nutrition programs to ensure the achievement of results, advising and authorizing implementing partners to undertake specific courses of action consistent with current USAID/Nepal policies and regulations.
- E. Provides technical and programmatic leadership and expertise in planning, implementing and evaluating MOHP-USAID annual work plans for national programs such as: FCHV, CB-IMCI, FP/RH, Safe-Motherhood, Nutrition and Vitamin A.
- F. Provides expertise, leadership and collaborates in the design, implementation and evaluation of appropriate operational and intervention-linked quantitative and qualitative research and efficacy studies for the evaluation of FP/RH/MNCH/Nutrition activities.
- G. Provides technical expertise and guidance in capacity building, planning, implementation, monitoring and evaluation to key governmental and non-governmental partners. Assists implementing partners in the development of achievable, measurable plans and objectives for implementation of innovative FP/RH/MNCH/Nutrition interventions.
- H. Identifies opportunities for integrating “state of the art” approaches into FP/RH/MNCH/Nutrition activities, providing a technical assessment and recommended strategies to pilot innovative interventions, the expansion of CB-IMCI, addition of neonatal health component and integration of EPI strategies among others into current programs.
- I. Maintains liaison through substantive meetings with high-level public and private sector officials involved with USAID-supported programs keeping them informed of the program status, GON actions needed, difficulties encountered and other project-related issues, including review of existing strategies and formation of new policies with considering differences in opinions and priorities of other participating organizations.
- J. Plays a leading role in drafting and presenting project papers on FP/RH/MNCH/Nutrition for USAID/Nepal, USAID/Washington, MOHP and multi-donor forums.
- K. Provides technical advice, recommendations and analytical opinions for the country strategy and USAID-supported policy development activities in the area of FP/RH/MNCH/Nutrition as they relate to the achievement of overall U.S. Mission and program objectives.
- L. Makes regular project supervision and monitoring visits, ascertains progress, identifies delays and problems if any and recommends authoritative solutions. This may require up to approximately 30% travel to the field.

- M. Prepares reports, correspondence and cables required in connection with the management of USAID's FP/RH/MNCH/Nutrition projects.
 - N. Assumes COTR/AOTR responsibilities as requested.
 - O. Coordinates with other technical staff on sub-sector activities contributing to program objectives to ensure they are synergistically working to achieve objectives.
2. 10% Time: Ensures coordination and synergy of FP/RH/MNCH/Nutrition activities with other USAID/Nepal health and non-health activities and other related activities supported by other donor partners:
- A. Participates as a USAID/Nepal representative in technical, programmatic and policy development meetings with the MOHP, representatives from other relevant ministries and non-governmental partners.
 - B. Ensures synergy between FP/RH/MNCH/Nutrition activities and other governmental and non-governmental health activities by facilitating exchange of technical information, providing expert technical opinion and identifying opportunities for technical and programmatic partnerships and collaboration for effective resource utilization.
 - C. Participates in donor meetings with MOHP and other GON ministries as a senior-level USAID/Nepal representative.
 - D. Serves as Acting Office Deputy Director or Director as requested.
3. 25% Time: Serves as a senior-level professional member of the USAID/Nepal Health and Family Planning Office:
- A. Leads regular weekly FP/RH/MNCH/Nutrition technical team meetings, participates and leads as requested HFP meetings and other USAID/Nepal routine Mission-wide meetings.
 - B. Provides technical and programmatic input and participates in planning and presentation of the annual portfolio review to USAID/Nepal senior management and the GON.
 - C. Participates in the preparation of sites for high-level delegations, i.e. FLOTUS, POTUS, United Nations, and Congressional Delegations.

- D. Coordinates and communicates regularly with other HFP staff and other USAID/Nepal staff on administrative, technical, programmatic and policy issues related to FP/RH/MNCH/Nutrition.
- E. Authorizes and monitors project disbursements, prepares authorizations for signature of the responsible U. S. official.
- F. Assists the MOHP in resolving issues related to outstanding advances, accounting irregularities and recommendations from audit findings.
- G. Reviews contractor and grantees' financial reports for compliance with USAID requirements and procedures.
- H. Prepares financial management documentation with input from responsible technical and finance staff. Prepares Implementation Letters (ILs) for commitment of USAID funds.
- I. Prepares project close-out documentation and provides technical authorization working closely with financial management and contracting offices in the close-out process.
- J. Other duties as assigned.

REQUIRED QUALIFICATIONS:

1. Advanced degree in social or behavioral sciences, health, public health, or other relevant fields: a master's degree in public health or social science is required, doctoral degree in public health or similar field desired. An equivalent of 7 to 10 years of experience in the field of public health is acceptable as an alternative to a post-graduate degree.
2. At least five years of prior mid- to senior professional level experience in the field of public health is required; prior work experience with USAID or another international agency desired. Experience managing programs, including fiscal management required.
3. Level IV (Fluent) Reading/Writing/Speaking English is required. Level IV (Fluent) Reading/Writing/Speaking Nepali is required.
4. Thorough knowledge of technical and programmatic FP/RH/MNCH/Nutrition issues in Nepal and the approaches to address them. Knowledge of evaluation methods, both quantitative and qualitative, required.

5. Must possess the ability to establish and maintain effective working relationships and an extensive range of contacts with USAID, USAID implementing partners, GON/MOHP officials, central and district-level government and non-government organization counterparts.
6. Must possess high quality analytical skills and the ability to assess public health interventions to evaluate their efficacy and efficiency in relation to significant economic, political and social trends in Nepal. Ability to plan, organize, manage and evaluate significant and complex projects. Ability to communicate effectively, both orally and in writing in English and Nepali is essential. Word-processing and computer skills are required. Excellent interpersonal skills and an ability to work in a highly productive team environment also required.

Position Elements:

Supervision Received - The position reports directly to the O/HFP Office Deputy Director.

Available Guidelines - The position requires the knowledge and use of USAID regulations and guidelines for PHN sector "earmarked funding" and fiscal administration of PHN sector budgets (particularly for Population and Child Survival earmarked funding), administration of bilateral agreements, administration of program procurement mechanisms, and administration of field support funded mechanisms.

Exercise Judgment - The position requires the ability to independently exercise sound and logical judgment, with minimal supervision and oversight.

Authority to Make Commitments - The position may be the activity manager or A/COTR for key components of the health portfolio, and therefore, when in this role, has the responsibility and authority to make commitments on behalf of the U.S. Government.

Nature, Level and Purpose of Contacts - The position acts as liaison with high-level officials in the MOHP, other health sector donors (particularly those involved in FP/RH/MNCH/Nutrition), implementing partners operating under bilateral or field support mechanisms and with other line ministry high-level officials.

Supervision Exercised - The position supervises at least three mid/senior-level FSNs. The position also is responsible for periodic supervision of technical and support staff when Acting Director or Deputy Director responsibilities are assumed. The position is also responsible for key communication with high-level GON officials.

Time Required – One year required